

Job Description

Job Title:	Academic Resource Center Coordinator - Student Success Coaching Unit
Job ID:	15710
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Student Success Coaching Unit (SSCU) is an innovative academic engagement program that is committed to the academic, personal, and professional development of Hostos students. SSCU coaches work one-on-one with students throughout their time at Hostos to provide orientations to the college community as well as available resources in facilitating degree completion, transfer, and career planning.

The Student Success Coaching Unit currently seeks applications for multiple Program Coordinators (Academic Resource Center Coordinator). Reporting to the Academic Resource Center Manager, the successful candidate will perform the following additional duties:

- Under the guidance of a Senior Coach, supports the work of a team of Student Success Coaches who provide advisement and coaching to Hostos freshman.
- In conjunction with Coaches, helps develop and assists in outreach plans to engage students or "stopped-out" students.
- Assists in the planning, development, implementation and assessment of programming and workshops.
- Serves as a member of a project area team responsible for producing work related to an assigned area. Areas to include: Pre-College Programs, At risk populations, Communications and Marketing, and Co-Curricular and Development Programming.
- Provides administrative and logistical support to a team of Coaches and the Unit.
- Assists with registration activities and other related duties as assigned.

QUALIFICATIONS

Bachelor's degree required. Availability to work evening and weekend hours is preferred.

CUNY TITLE OVERVIEW

Provides operational and analytical support for a learning resource center.

- Assists in providing academic resources such as tutoring, remedial and/or other targeted student support services
- Maintains center records including student files; prepares reports and surveys; collects and maintains statistical data on center activities
- Assists with the planning, scheduling and execution of training programs, lectures, workshops,

meetings and special events

- Acts as a liaison to various College offices to ensure smooth operations and quality service
- Serves as resource person for students and faculty regarding center policies and procedures; conducts basic research as assigned.
- May schedule individual and group sessions for students
- May supervise part-time and/or clerical staff; may monitor department budget
- Performs related duties as assigned.

Job Title Name: Academic Resources Center Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$35,576 - \$40,129; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter and three professional references.

CLOSING DATE

November 19, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.